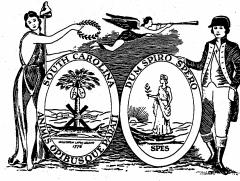


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SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Agency Head and Human Resources Directors of All Agencies, Departments, Institutions, Boards, and Commissions

FROM: Samuel L. Wilkins, Director
Office of Human Resources

DATE: September 11, 2007

SUBJECT: Completion of the State Classification Specifications Update

The Office of Human Resources has completed the process of updating the classification specifications. The majority of these specifications had not been updated since the consolidation of the classification and compensation system in 1996. This review sought to update the examples of work, review the required knowledge, skills, and abilities, and evaluate the minimum training and experience requirements for each class. We also took the opportunity to improve any areas of the class specifications that were not meeting the needs of the agencies. As you remember, our review included input provided by Agency Human Resources Directors.

The updated classification specifications can be accessed on the Office of Human Resources website at the following link: <http://www.state.sc.us/cgi-bin/ohr/classman2>.

During the course of our review, we found that several new classes were needed. Below is a list of the new class titles that were created during the review:

<u>Class Code</u>	<u>Class Title</u>
AA80	Sales Associate
AA85	Sales Representative
AJ09	Senior Software Engineer
AJ60	Data Base Specialist
AJ67	Senior Data Base Administrator
KC60	Trades Manager

FAX
(803) 737-0968

We also found classes that are no longer being used, and we are considering deleting some of these classes. Following is a list of the classes that are being considered for deletion. If you have any concerns regarding our plans to delete these classes, please contact your Consultant.

<u>Class Code</u>	<u>Class Title</u>
CB45	Dean of Students/Principal
CG05	Production Assistant I
EA65	Acute Care Nurse Practitioner
ED70	Glass Shop Manager
HA05	Cartographer I
HA10	Cartographer II
HD35	Engineering/Geodetic Tech I

Finally, many agencies requested changes to the Minimum Training and Experience Requirements for some classes. In light of these recommendations, we have increased the minimum requirements for the following classes. Please note that any current employees in these classifications who do not meet the educational requirements will be considered to have been granted an “equivalency.” This will recognize that their current combination of education, training, and experience will be considered to equate to the new minimum requirements. If you have any specific questions regarding this issue, please don’t hesitate to call.

<u>Class Code</u>	<u>Class Title</u>	<u>Previous Education Req.</u>	<u>New Education Req.</u>
AD10	Auditor III	High School Diploma	Associate Degree
AD25	Accountant/Fiscal Analyst III	High School Diploma	Bachelor’s Degree
AJ65	Data Base Administrator II	Associate Degree	Bachelor’s Degree
CD40	Library Manager II	Bachelor’s Degree	Master’s Degree
EB05	Physical Therapist Assistant I	May Require Bachelor’s	Associate Degree
EB20	Physical Therapy Chief	Licensed	Bachelor’s Degree
HB60	State Planner III	Associate Degree	Bachelor’s Degree
LB30	Park Manager I	High School Diploma	Associate Degree

Thank you for your participation in this process. If you have any questions regarding the changes to these classes, please call your Human Resources Consultant at 737-0900.